



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CORRECTIONAL NURSE III</b>	<b>37</b>	<b>B</b>	<b>10.316</b>
<b>CORRECTIONAL NURSE II</b>	<b>35</b>	<b>B</b>	<b>10.318</b>
<b>CORRECTIONAL NURSE I</b>	<b>33</b>	<b>B</b>	<b>10.319</b>

### SERIES CONCEPT

Under general supervision of a higher level nurse, Correctional Nurses provide professional nursing care to patients in a correctional setting in accordance with the authorized scope of practice specified in the Nurse Practice Act and Nevada Revised Statutes.

Identify patient health care needs utilizing professional nursing assessment skills; make comprehensive clinical observations and evaluations of health needs including subtle abnormalities and changes in condition; record and report indicative signs and symptoms of physical and mental condition.

Prepare nursing care plans by assessing patient's psychological and physical condition and conferring with other health care professionals; evaluate needs and develop nursing diagnoses, plans for treatment, services and health education based on the present and predicted needs of the patient; identify immediate and long-term care goals; review and revise care plans as needed.

Coordinate health services and treatment; conduct sick calls for inmates with medical complaints; identify inmates requiring immediate medical treatment; obtain physician's or designee's orders for treatment; collaborate with professional and paraprofessional staff to ensure optimum patient care.

Administer medication to identified patients as prescribed by a physician or designee; ensure correct time, dosage and route of administration; deliver medication to inmates confined to their cells; obtain and distribute non-prescription medications such as aspirin, lozenges, cold tablets; count controlled medications and needles, syringes, and sharps to ensure security; monitor patient for medication side effects and/or allergic reaction; observe patient to determine if medication is effective for prescribed treatment and document medications administered and refused; if necessary, notify appropriate personnel of action taken.

Perform physical assessments, and assist in physical examinations and diagnostic testing; obtain samples for laboratory tests as ordered by a physician or designee; perform assigned laboratory tests.

Take timely, effective and proper measures to provide and maintain hygienic environments.

Provide emergency medical treatments such as cardiopulmonary resuscitation (CPR) and first aid required to stabilize the patient's condition and prevent more serious complications pursuant to established policy and security conditions.

Document nurse progress notes in medical charts including patient's health status, changes in condition, and medications administered; review charts for changes in orders and transcribe; prepare written reports, records and summaries; perform quality improvement activities such as auditing charts and compiling statistics; ensure applicable regulatory standards are met including documentation of the care delivery process.

Carry out therapeutic procedures which provide for the emotional and physical comfort of patients.

Provide patient education related to good health habits and answer questions regarding prescribed treatment; provide health related education and training to staff.

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### **SERIES CONCEPT (cont'd)**

Prepare and maintain medical treatment rooms, ensuring supplies are available and ready for use; order and stock medical and related supplies and equipment as needed.

Maintain safety, health and well being of individuals in the therapeutic environment; may assist in physically restraining patients who are a threat to themselves or others and may be hostile and combative; follow facility procedures regarding techniques and duration of confinement; notify appropriate personnel of action taken and document as required.

Coordinate and/or participate in clinics; schedule appointments; conduct screening tests; give immunization injections; create and maintain associated records.

Coordinate outside medical appointments for inmates; schedule appointments; arrange for transportation; inform patient of special instructions required as appropriate.

May delegate to other personnel direct care duties consistent with their licensure, certification and competency; supervise inmates assigned to the infirmary.

Perform related duties as assigned.

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### **CLASS CONCEPTS**

**Correctional Nurse III:** Under direction, in addition to performance of all or part of the duties described in the series concept, positions allocated to this class:

- 1) Serve as a first-line supervisor including providing work direction, and resolving patient care and staffing issues; assign and review work, establish work performance standards, evaluate performance, and provide counseling and discipline to subordinate staff in an assigned work area on a shift.
- 2) Coordinate and provide health related training for medical, custody and other staff on a statewide basis; assess training needs; plan, develop, implement and evaluate health related training programs; track attendance and maintain documentation for credentialing and other mandatory certification; develop budget and statistical reports as required.

**Correctional Nurse II:** Under general supervision, incumbents perform the full range of duties described in the series concept. Positions in this class may have infection control, outpatient services and/or other specialized assignments as a primary or secondary duty. This is a professional nurse, and incumbents function at the journey level.

**Correctional Nurse I:** Under immediate supervision, incumbents acquire skills and experience in performing the duties outlined in the series concept. This is the entry level in the series, and progression to the journey level may occur upon successful completion of the probationary period, and with the recommendation of the appointing authority.

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## MINIMUM QUALIFICATIONS

### SPECIAL NOTES AND REQUIREMENTS:

- \* All positions require current CPR certification.
- \* Some positions require a current driver's license.
- \* A bachelor's degree in nursing is equivalent to a diploma or associate's degree in nursing and one year of experience.
- \* Probationary employees in this series must successfully complete 40 hours of "pre-service training" provided by the department.

### CORRECTIONAL NURSE III

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and three years of professional nursing experience in a correctional or institutional setting; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** documentation process. **Working knowledge of:** quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; staff education and training techniques, organization and communication techniques. **General knowledge of:** staffing requirements for a shift; principles and practices of supervision. **Ability to:** deal effectively with personnel and staffing issues; respond to and resolve patient care issues; participate in internal investigations; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Working knowledge of:** staffing requirements for an assigned work area on a shift; principles and practices of supervision; application of work performance standards for subordinate staff. **General knowledge of:** cost impact of staffing levels, overtime, equipment and supplies. **Ability to:** plan and organize work of subordinate staff; participate in the budget process.

### CORRECTIONAL NURSE II

**EDUCATION AND EXPERIENCE:** Current license to practice as a Registered Nurse in the State of Nevada and two years of professional nursing experience, one of which was in a correctional or institutional setting; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Working knowledge of:** application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; documentation process; uses and effects of medications used in the practice setting; nursing principles and therapeutic interventions utilized in cooperation with a treatment team and physician or designee; operation and use of standard medical equipment; routine laboratory tests and diagnostic procedures; nutrition and personal hygiene as applied to patient care; human growth and development; physical restraint techniques and procedures as allowed in the practices. **General knowledge of:** quality assurance and/or utilization review audit and compliance activities including applicable regulatory standards; staff education and training techniques. **Ability to:** provide nursing services within the limitations and security requirements of a correctional environment; respond to and resolve patient care issues; independently perform specialized assignments such as infection control, quality assurance, utilization review, staff training, and/or outpatient services; *and all knowledge, skills and abilities required at the lower level.*

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### MINIMUM QUALIFICATIONS (cont'd)

#### CORRECTIONAL NURSE II (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Correctional Nurse III.)*

#### CORRECTIONAL NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Registered Nurse in the State of Nevada and one year of professional nursing experience; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders. **General knowledge of:** current nursing practices, principles, methods and procedures; application of the nursing process including assessment, diagnosis, planning, intervention, and evaluation; documentation process; uses and effects of medications used in nursing; operation and use of standard medical equipment; nutrition and personal hygiene as applied to patient care; human growth and development; routine laboratory tests and diagnostic procedures; physical restraint techniques and procedures as allowed in the practice setting. **Ability to:** interview patients to elicit a health history, symptoms and/or complaints; clinically assess the basic health status of a patient; develop, implement and evaluate a nursing care plan; prepare and maintain medical records, charts and reports; follow detailed oral and written instructions; provide health education to patients; provide emergency medical treatment as required; assist in physically restraining patients consistent with department policy; establish and maintain cooperative working relationships with supervisors, custody and medical staff, patients and families; delegate appropriate assignments to subordinate staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):  
*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Correctional Nurse II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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REVISED:		3/1/85	3/1/85
REVISED:		4/11/86	4/11/86
REVISED:		7/18/86	7/18/86
REVISED:		8/6/87	8/6/87
REVISED:		5/20/88-3	5/20/88-3
REVISED:		7/1/89LG	7/1/89LG
REVISED:		7/1/97LG	7/1/97LG
REVISED:		7/1/99P	7/1/99P
		10/2/98PC	10/2/98PC
REVISED:	7/1/03LG	7/1/03LG	7/1/03LG